

~~SECRET~~Document No. 25TRD STAFF MEETING

23 December 1949

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 771-103

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PRESENT: [REDACTED]

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1. Derogatory Comments. It had been called to [REDACTED] attention that ADPC had received reports to the effect that some instructors of TRD (names not mentioned) had made certain derogatory remarks concerning personnel of OPC. ADPC did not want to make an issue of this matter, but felt that, if true, it should not continue. The value of this is immediately recognized and all personnel of TRD are to be cautioned against such statements and further that they phrase their statements so that they may not be misinterpreted. In the same sense some divisions of OSO apparently feel TRD has it in for them. [REDACTED] stated that he did not believe the latter to be valid but it emphasizes the judgment which TRD personnel must exercise in their contacts with both OSO and OPC personnel.

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2. Training Organization. [REDACTED] reported that a memorandum from the Executive stated that the training division staffing has been approved and that the idea of a single chain of command will be developed when the proposed amalgamation is effected. Until such time TRD will continue to report to ADSO and ADPC as in the past. However, most matters will be of joint interest and will channel through both offices; although in some few cases (evaluation reports, etc.) matters will be taken up individually with each office. Promotions of either OSO or OPC personnel will be sent to both offices.

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3. Budget. [REDACTED] and the Administrative Officer of TRD will get together with the budget personnel of OSO and OPC to see if a joint budget cannot be set up for TRD which will deal directly with the Finance Division.

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4. TRD T/O. The T/O has not been issued but it is hoped it will be out either today or Tuesday. It has, however, been approved and some of the terminology has been changed. Copies of the approved slots for each branch will be distributed to the branch chiefs. The Assessment Staff is not included but will be issued as a separate T/O; Colonel [REDACTED] reported that EXO/OSO had informed him Management felt it was a fair appraisal of assessment needs and saw no reason why it would not be approved as it stands.

5. Secretarial Assistance. Although all branches of TRD are short of clerical and stenographic personnel, the situation is particularly critical in the Covert Training Branch. It was agreed that [REDACTED] 25X1A9a

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could assist [redacted] part-time and Mr. [redacted] will discuss this matter with Mrs. [redacted] stated that other branches who might be in temporary need of secretarial assistance should contact [redacted] and she will try to arrange for some clerical help.

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6. Evaluation System. The new evaluation system has been put into effect in both the OC and AOC courses, and will go into effect in the next administrative course. In December the IOC will try to follow the new system in part and by January 1950 it will be in full use. A write-up on the new evaluation system for the training guide will be prepared by Miss [redacted] as an addendum to be inserted in the proper place in the manual.

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7. [redacted] Mr. [redacted] will be away for a month starting 3 January 1950 and Mr. [redacted] will be acting chief in his absence.

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8. Covert Training House. Mr. [redacted] will examine a possible training and assessment house with Mr. [redacted] on Tuesday, 27 December 1949.

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9. Lectures by Guest Speakers. [redacted] asked for suggestions as to how lectures given by guest speakers at TRD might be recorded for future instructional use. Much of value is given in these lectures which should be made a permanent part of TRD's research material. A discussion followed regarding records, wire recording and stenographic methods and [redacted] was commissioned to investigate further.

10. SIS Instruction. A notice was distributed announcing the next SIS course which starts 13 February 1950. CIA has three slots available. The course is to run three months, the first part being devoted to lectures and the latter part to a research problem. [redacted] requested that the chiefs of the branches of TRD select those people whom they would like to attend the first part of the course, which runs approximately 6 weeks. It was agreed that older and more experienced TRD staff members should be selected as nominees for this course.

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